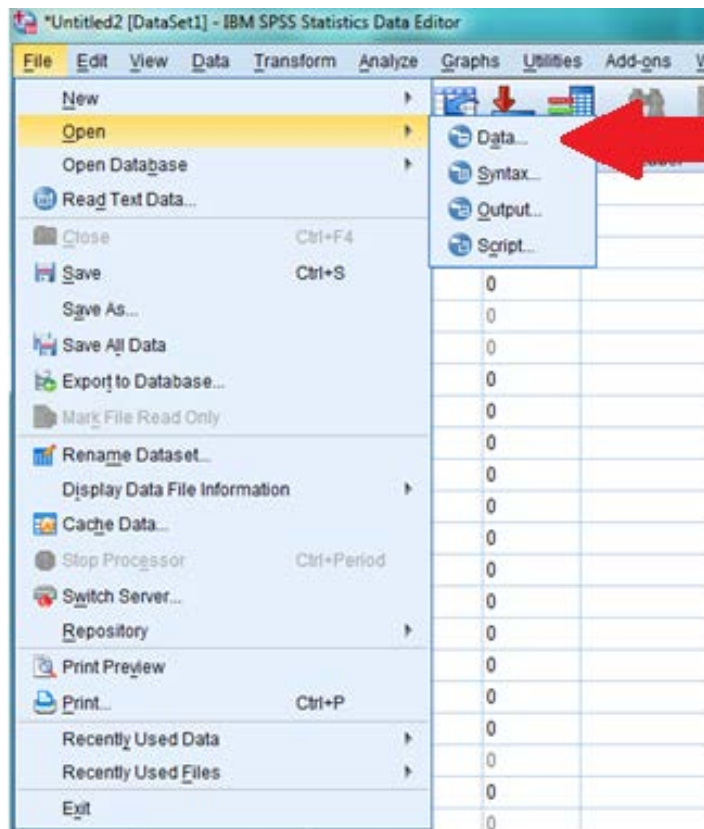
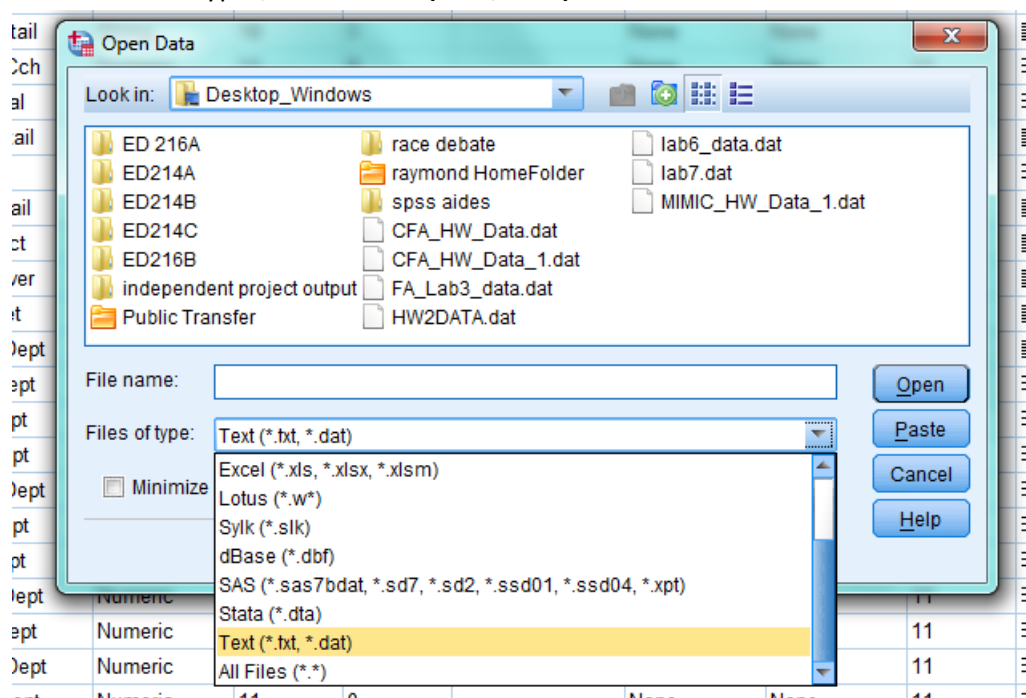


Importing Data from a Dat or Text File into SPSS (Using Text Wizard)

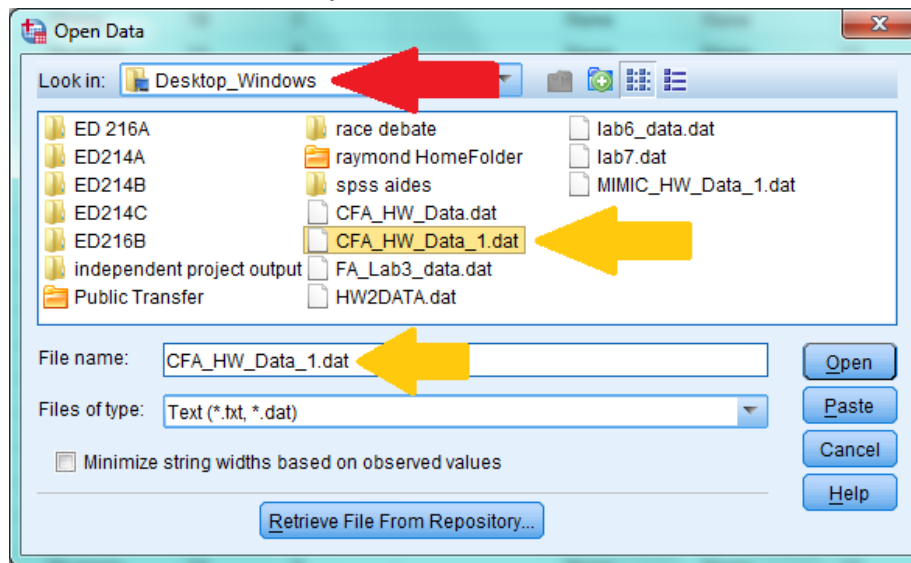
1. Select **File** → **Open** → **Data**



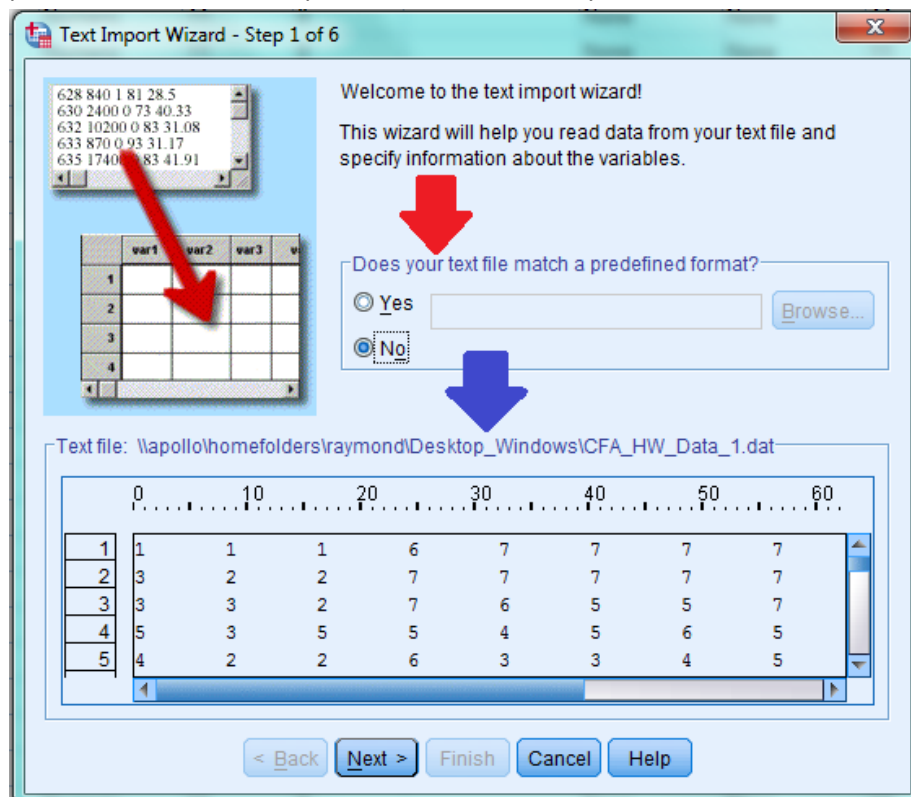
2. Under "Files of type", choose **Text (*.txt,*.dat)**





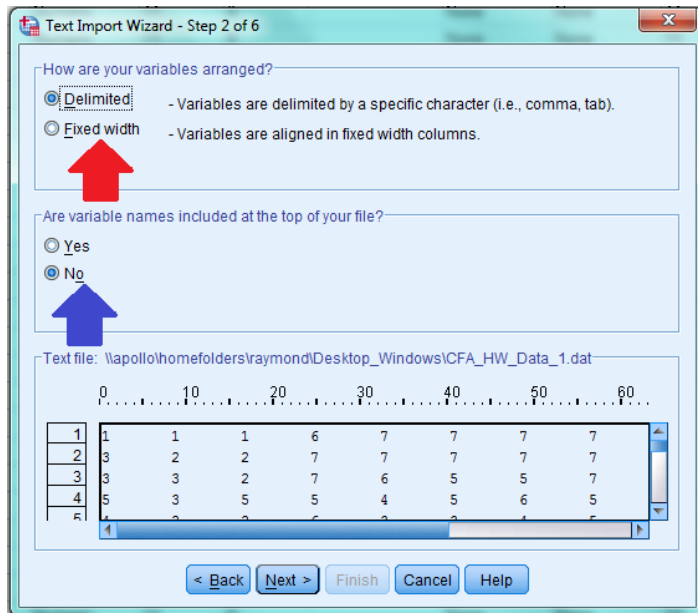
3. Select the file you want to import. The dat or text file should end in either .txt or .dat, just as represented in the “Files of type”. Be sure you know where you saved your dat or text file so you know where to “Look in”. Click **Open**.



4. A window will open called **Text Import Wizard – Step 1 of 6**. This will help with importing and formatting the data into SPSS. If your data file has the same format as another data file you have, you can click “Yes” and “Browse” for the file that has the same format. Otherwise (and more often than not) click “No” and you can format the data file in the following steps. This shows the data put into spreadsheet format, a data preview. You can scroll up and down and sideways to see all the data. Click **Next >** to continue.



5. A window called **Text Import Wizard – Step 2 of 6** will appear next. This identifies the arrangement of the variables and variable names.  How are the variables arranged in the dat or text file? If they are separated by a comma, tab or a specific character, click “Delimited”. Normally, dat or text files will be organized in this fashion. However if the variables are in fixed width columns then click “Fixed width”.  If the name of your variables are at the top row, click “Yes”. If they are not, click “No”. Don’t worry you will be able to name the variables later on. Click **Next >** to continue.



Text Import Wizard - Step 2 of 6

How are your variables arranged?

☒ Delimited - Variables are delimited by a specific character (i.e., comma, tab).
☐ Fixed width - Variables are aligned in fixed width columns.




Are variable names included at the top of your file?

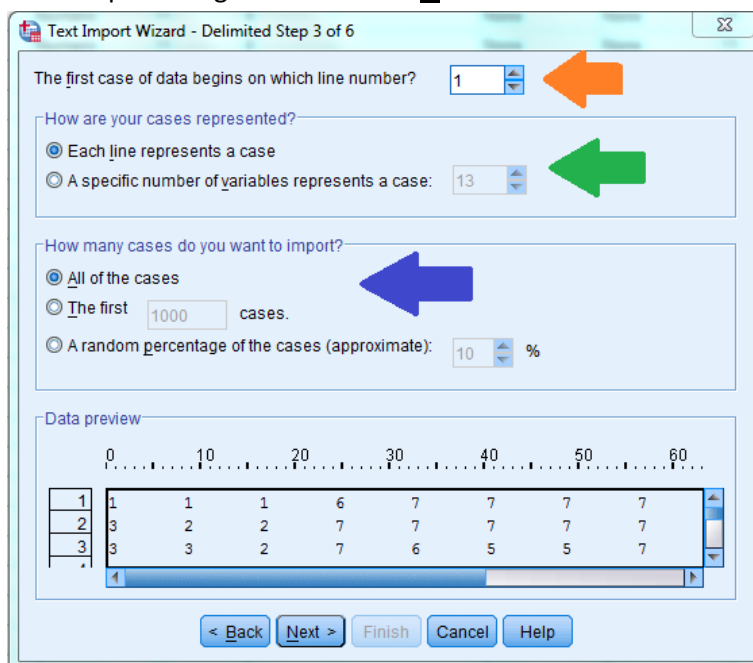
☐ Yes
☒ No

Text file: \\apollo\homefolders\raymond\Desktop_Windows\CF_A_HW_Data_1.dat

	0	10	20	30	40	50	60
1	1	1	6	7	7	7	7
2	3	2	2	7	7	7	7
3	3	3	2	7	6	5	5
4	5	3	5	5	4	5	6
5	1	2	2	6	2	4	5

< Back Next > Finish Cancel Help

6. A window called **Text Import Wizard – Step 3 of 6** will appear next. This identifies how the cases are shown and how many of the cases you want to import.  Which line does the first case begin? Normally it should be the first line. You can compare the “Data preview” at the bottom of the window to your original dat or text file just to make sure.  This determines the number of variables that will be used. Click “Each line represents a case” if you desire all the variables to be used. Normally this is preferred. However if you only want a specific number of variables click “A specific number of variables represents a case” and identify how many variables you want to include in the box.  This determines how many cases you want to import. All, only the first so many, or a random percentage of cases. Click **Next >** to continue.



Text Import Wizard - Delimited Step 3 of 6

The first case of data begins on which line number? 1

How are your cases represented?

☒ Each line represents a case
☐ A specific number of variables represents a case: 13


How many cases do you want to import?


☒ All of the cases
☐ The first 1000 cases.
☐ A random percentage of the cases (approximate): 10 %

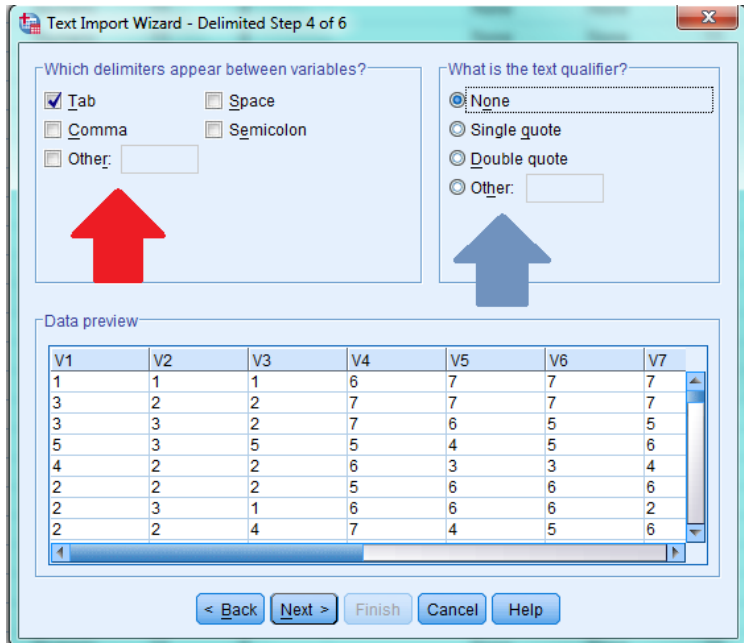
Data preview

	0	10	20	30	40	50	60
1	1	1	6	7	7	7	7
2	3	2	2	7	7	7	7
3	3	3	2	7	6	5	5

< Back Next > Finish Cancel Help

7. If you clicked “Delimited” on the **Text Import Wizard – Step 2 of 6** window, a window called **Text Import Wizard – Delimited Step 4 of 6** will appear.  What character is separating the variables? A tab, comma, space, etc.

Click the proper delimiter.  Is there a text qualifier enclosing the values in the dat or text file? Click the proper text qualifier. For example, if the delimiter is a comma (,) and the text qualifier is a quotation mark (“), “Santa Barbara, California” is imported into one cell as *Santa Barbara, California*. If no character or apostrophe (") is specified as the text qualifier, Santa Barbara, California is imported into two adjacent cells as *Santa Barbara* and *California*. Click **Next >** to continue.



Text Import Wizard - Delimited Step 4 of 6

Which delimiters appear between variables?

☒ Tab ☐ Space
☐ Comma ☐ Semicolon
☐ Other:


What is the text qualifier?

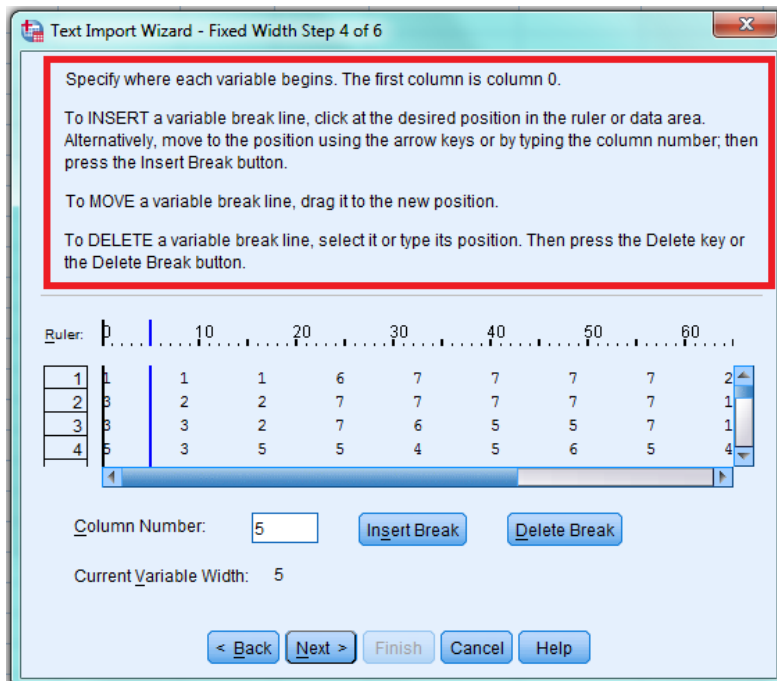
☒ None
☐ Single quote
☐ Double quote
☐ Other:

Data preview

V1	V2	V3	V4	V5	V6	V7
1	1	1	6	7	7	7
3	2	2	7	7	7	7
3	3	2	7	6	5	5
5	3	5	5	4	5	6
4	2	2	6	3	3	4
2	2	2	5	6	6	6
2	3	1	6	6	6	2
2	2	4	7	4	5	6

< Back Next > Finish Cancel Help

8. If you clicked “Fixed width” on the **Text Import Wizard – Step 2 of 6** window, a window called **Text Import Wizard – Fixed Width Step 4 of 6** will appear. Here you will have to specify where each variable begins by creating variable break lines.  The instructions on creating break lines are explicated in the window. After specifying the variables, Click **Next >** to continue.



Text Import Wizard - Fixed Width Step 4 of 6

Specify where each variable begins. The first column is column 0.

To INSERT a variable break line, click at the desired position in the ruler or data area. Alternatively, move to the position using the arrow keys or by typing the column number; then press the Insert Break button.

To MOVE a variable break line, drag it to the new position.

To DELETE a variable break line, select it or type its position. Then press the Delete key or the Delete Break button.





Ruler: 0 10 20 30 40 50 60

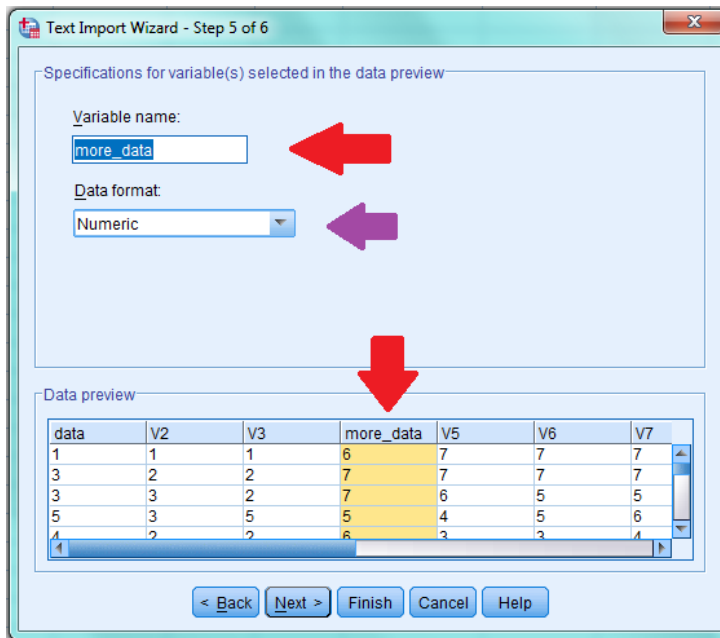
	1	2	3	4	5	6	7	8
1	1	1	6	7	7	7	7	2
2	2	2	7	7	7	7	7	1
3	3	2	7	6	5	5	7	1
4	3	5	5	4	5	6	5	4

Column Number: Insert Break Delete Break

Current Variable Width: 5

< Back Next > Finish Cancel Help

9. A window called **Text Import Wizard – Step 5 of 6** will appear next. Here you can name your variables and indicate the type of data (i.e., whether it is numeric, string, or something else).  Click the variable you wish to name.  Enter the name of your variable. Make sure there are not any spaces.  Make sure the variable name you entered appears in the data preview at the header of the column. This can be done by clicking another variable or the one you just named.  Identify the format of the data (i.e., numeric, string, etc.). Click **Next >** to continue.



Text Import Wizard - Step 5 of 6

Specifications for variable(s) selected in the data preview



Variable name:

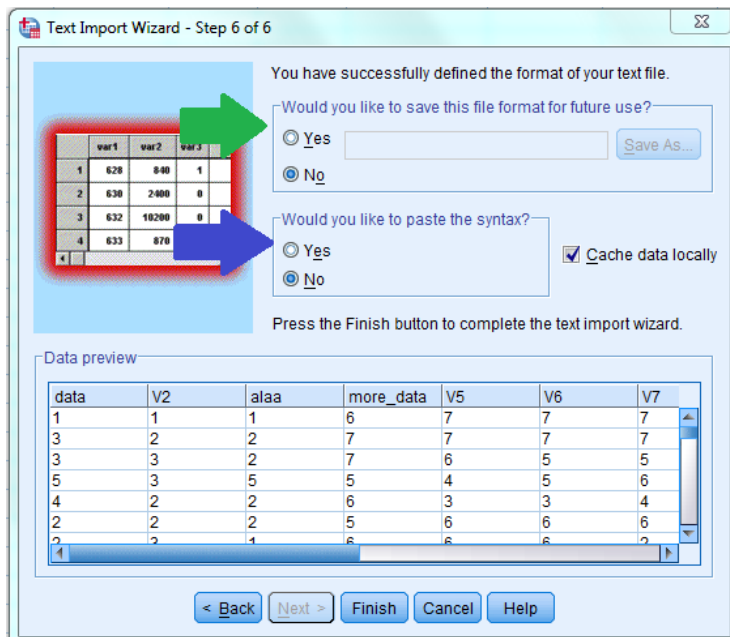
Data format:

Data preview

data	V2	V3	more_data	V5	V6	V7
1	1	1	6	7	7	7
3	2	2	7	7	7	7
3	3	2	7	6	5	5
5	3	5	5	4	5	6
4	2	2	6	3	3	4

< Back Next > Finish Cancel Help

10. A final window called **Text Import Wizard – Step 6 of 6** will appear next. Here you can save the file format and paste the syntax. You can also view the data in spreadsheet format with the variable names at the headers of the columns.  If you would like to save the file format, click “Yes”, title it, and save it in a particular location.  If you would to paste the syntax, click “Yes”. This is recommended because it will automatically open the syntax editor window. Click **Finish** to continue. *Note you can always make edits to the data and variables afterward.



Text Import Wizard - Step 6 of 6

You have successfully defined the format of your text file.

Would you like to save this file format for future use?

☐ Yes ☒ No [Save As...](#)

Would you like to paste the syntax?

☐ Yes ☒ No ☒ Cache data locally

Press the Finish button to complete the text import wizard.

Data preview

data	V2	alaa	more_data	V5	V6	V7
1	1	1	6	7	7	7
3	2	2	7	7	7	7
3	3	2	7	6	5	5
5	3	5	5	4	5	6
4	2	2	6	3	3	4
2	2	2	5	6	6	6
2	2	1	6	6	6	2

< Back Next > Finish Cancel Help